



St Helens Chamber Ltd

Supporting Information Questionnaire for SHC 2019/03

Organisation Details

Organisation Name:

Address (including postcode):

Website:

Contact Name:

Position:

Telephone:

E-mail Address:

Please give a brief description of your organisation:

1. General Organisation Information

Organisation Registration No:

Date of Incorporation:

Total number of employees:

Number of management staff:

Numbers of supervisors:

Number of professional/technical staff:

Number of admin/clerical staff:

What is the type of your organisation:

- ☐ Public Limited Company
- ☐ Private Limited Company
- ☐ Charity/Not for Profit
- ☐ Partnership
- ☐ Sole Trader
- ☐ Other, please specify

Trading name(s):

Holding organisation(if applicable):

Organisation name:

Registered Address (including postcode):

Telephone:

Website:

2. FINANCIAL INFORMATION

Please confirm you have attached copies of last three years financial accounts:

YES ☐

NO ☐

VAT number :

Turnover for the last three years
Most recent year:

Most recent -1 year:

Most recent -2 years:

3. QUALITY STANDARDS INFORMATION

Do you operate formal Quality Management Systems?

- ☐ Yes
- ☐ No
- ☐ Working Towards

Please supply details of the 3 most relevant standards achieved below:

Standard 1

Standard:

Certifying body:

Registration number:

Approval date:

Expiry date:

Status:

- ☐ Working towards
- ☐ Achieved

Documentation attached?

- ☐ Yes
- ☐ No

Standard 2

Standard:

Certifying body:

Registration number:

Approval date:

Expiry date:

Status:

- ☐ Working towards
- ☐ Achieved

Documentation attached?

- ☐ Yes
- ☐ No

Standard 3

Standard:

Certifying body:

Registration number:

Approval date:

Expiry date:

Status:

- ☐ Working towards
- ☐ Achieved

Documentation attached?

- ☐ Yes
- ☐ No

St Helens Chamber Supporting Information Questionnaire

Does your quality system cover sub-contractors, if applicable?

- ☐ Yes
- ☐ Not applicable
- ☐ No

Are you a member of any relevant recognised trade or professional associations?

- ☐ Yes
- ☐ Not applicable
- ☐ No

If "Yes" to the above, please give details:

4. Organisation Insurance Details

Employer's Liability Insurance indemnity limit (£):

Expiry date:

Public Liability Insurance indemnity limit (£):

Expiry date:

Product Liability Insurance indemnity limit (£):

Expiry date:

Professional Indemnity Insurance indemnity (£):

Expiry date :

Are there any special exclusions from your insurance?

The successful Tenderer will be required to supply copies of all relevant insurance certificates prior to the commencement of the contract.

5. Health & Safety Information

Do you have a formal health and safety policy?

If "Yes" please attach

- ☐ Yes
- ☐ No
- ☐ Not applicable
- ☐ Working towards

If "No" or "Not Applicable" to the above, please state why:

Has your organisation or any employees been prosecuted under Health and Safety legislation within the past 5 years?

- ☐ Yes
- ☐ No

If "Yes" to the above, please give details:

Has your organisation had any improvement or prohibition notice services on it in the last 5 years?

- ☐ Yes
- ☐ No

If "Yes" to the above, please give details :

6. Environmental information

Do you have a formal environmental policy statement?

If "Yes" please attach.

- ☐ Yes
- ☐ No
- ☐ Working towards

If "No" to the above, please state why?

Has your organisation or any employees been prosecuted under environmental legislation?

- ☐ Yes
- ☐ No

If "Yes" to the above, please give details:

7. Equality & Diversity

Does your organisation have a formal Equality and Diversity policy?

If "Yes" please attach

- ☐ Yes
- ☐ No
- ☐ Working towards

If "No" to the above, please state why:

In the last 5 years, has your organisation been subject to formal investigation on grounds of alleged unlawful discrimination of any type?

- ☐ Yes
- ☐ No

8. GENERAL TENDERER DETAILS

1. Has your organisation made any application for third party funding – including State Aid assistance – in relation to the services you are intending to provide?	Yes/No
2. Please provide details if during the last 3 years, there have been any of contracts where there has been a failure to complete the contract on time or at all, or where there have been claims for damages, or where damages have been deducted or recovered.	
3. Are there any court actions and/ or significant employment tribunal hearings outstanding against your organisation? If yes, please provide details	Yes/No
4. Has your organisation been involved in any court action and/ or significant employment tribunal over the last 3 years? If yes, please provide details	Yes/No

9. CHECKLIST

Please check that the following documents are attached :

- Financial Accounts
- Health & Safety Policy, if applicable
- Environmental Policy, if applicable
- Equality and Diversity Policy, if applicable

10. Assessment Criteria of Supporting Info Questionnaire

Criteria	Background
General Organisation Information	All organisations are required to provide information requested on the Chamber's Supporting Info Questionnaire.
Financial Information	The supplier meets the minimum set standards of economic and financial standing to service the term and value of the contract.
Quality Standards Information	The supplier meets the minimum set standards of technical and service quality competence by way of tools, educational and professional expertise to service the term and value of the contract.
Organisation Insurance Details	<p>All organisations wishing to be considered must have the following minimum levels of insurance cover.</p> <p>Minimum Public Liability - £5,000,000</p> <p>Employers Liability Limit of Indemnity - £10,000,000</p> <p>Minimum Professional Indemnity Insurance - £2,000,000</p>
Health and Safety Information	All organisations must have a formal Health and Safety policy, or be working towards one, that enables them to comply with the duties imposed upon them by the Health and Safety at Work etc. Act 1974 and subordinate legislation, and in particular, the duty of care not only to their own employees but also to people other than their own employees including representatives of the Chamber and all members of the public.
Environmental Information	All organisations are required to demonstrate that they have policies in place that ensure sustainable economic, environmental operations and products and/or services and

	social impacts.
Equality and Diversity Information	All organisations are required to complete the questions in the Chamber’s Supporting Info Questionnaire.